

# **Job Description**

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Job Location Category

Logistics Manager Mbeya

Job Type Job level Industry

Full Time Manager FMCG, Retail & Wholesale

Open to Expatriates

Only Open to Tanzanian Nationals

#### **Minimum Requirements**

Min Budget Max Budget Primary Industry

- FMCG, Retail & Wholesale: 5 Years

Secondary Industry Primary Category Secondary Category

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Certificate Qualification

#### Summary

Purpose of the job to co-ordinate the activities of inbound Logistics - delivery of raw materials for manufacturing and outbound Logistics and delivery of cement to customers as directed by customer Service.

#### Responsibilities

#### Main responsibilities

- Implements the road safety program, including monitoring driver behaviour and giving driver feedback
- Ensure timely investigation all road related incidents as per Incident Reporting, Classification & Investigation standard.
- Implement a risk based system of Transporters Audits to ensure transporters meets or exceed the country Road Safety requirements.
- Ensure zero harm on road transport through enforcement of 100% compliance to Road Safety Standards i.e. implements
  national additional road safety.
- Ensure the loading activities is following all procedures and the trucks are loaded without delay.
- Drive contracted transporters Health and Safety Performance through road transport Health and safety initiatives implementation. Hold regular meetings with transporter directors and safety officers to set and review performance against plans.
- Participate in Sales and Operations Planning team together with Production, Sales and Customer Service. This cross
  functional team helps to keep demand and supply in balance by allocating resources in the most optimal manner as dictated
  by prevailing circumstances and constraints.
- Understand the requirements of existing customers to ensure their needs are being met.
- Plan and monitor performance against the plan. This involves transport flows performance and transporter performance against allocation.
- Take part in the development of performance objectives for employees within the department and appraise performance against these objectives.
- · Resolving complaints and issues

#### Financial responsibilities

- · Develops the departmental budget
- · Approves and authorizes the departmental budget
- · Controls the departmental budget

#### Nature of decision making

- · Strategic decisions
- · Financial decisions
- · Analytical decisions
- · Operational decisions

## **Education & Qualifications**

• Bachelor's Degree in Procurement and Logistics

## Requirements

- Minimum 5 years of experience
- In-depth understanding of market research methods and analysis
- Solid knowledge of performance reporting and financial/budgeting processes
- Commercial awareness partnered with a strategic mind-set
- · Good marketing skills

## **Characteristics**

- Excellent organizational and leadership skills
- · Outstanding communication and interpersonal abilities
- · High level of integrity
- · Good teamwork skills
- Able to work under minimum supervision
- · Performance oriented
- · Ability to work under pressure

# **Driving Licence**

Not Required

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